



## MARYLAND HERITAGE AREAS AUTHORITY GRANTS PROGRAM

# PROJECT GRANT INSTRUCTIONS (Capital and Non-Capital Projects) Fiscal Year 2016



### **Division of Historical and Cultural Programs**

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## MARYLAND HERITAGE AREAS AUTHORITY PROJECT GRANT INSTRUCTIONS

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## **INTRODUCTION**

The Maryland Heritage Areas Authority (MHAA) Grant Program is a source of funding designed to assist and encourage the preservation of historical, archeological, natural, and cultural resources and **support economic development through heritage tourism** within heritage areas certified by the Maryland Heritage Areas Authority. Heritage area grant awards are made from the MHAA Financing Fund, a non-lapsing, revolving fund into which up to \$3 million is deposited annually. The following is general information about the Heritage Areas Grant Program and instructions for completing the Project Grant application package.

***Heritage Tourism is traveling to experience the places and activities that authentically represent the stories and people of the past and present. It includes historic, cultural and natural resources.***  
– National Trust for Historic Preservation

## **DISCLAIMERS**

Each applicant shall comply with all applicable Federal, State, and Local laws and Departmental policies and programs regarding drug, alcohol, and smoke free work places, disabled access and equal opportunity in employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status, or physical and/or mental disabilities in any aspect of the grant project.

Please be advised that in accordance with provisions of Executive Order 01.01.1983.18, if your application contains any information that may constitute personal information as defined below, you should be aware of the following:

1. Any personal information (“personal information” means any information about a natural person or his/her immediate family which identifies or describes any characteristics including but not limited to education, financial transactions or worth, medical history, criminal or employment record or things done by or to that natural person or his/her immediate family) requested by the Maryland Heritage Areas Authority (MHAA) and supplied by the applicant will be used principally for MHAA’s determination of the feasibility of the application;
2. Failure to accurately and adequately supply requested information may seriously jeopardize MHAA approval of the application;
3. MHAA will permit the subjects of any personal information in an application to inspect, amend, and correct such personal information;
4. Any document supplied to or obtained by MHAA may be a public record generally available for public inspection under the Maryland Public Information Act and COMAR 05.01.02; however, under the Maryland Public Information Act trade secrets, information privileged by law, confidential commercial data, and records describing an individual person’s finances may not be disclosed; and,

**Personal information supplied to MHAA in an application may be shared with other state, local, or federal government agencies involved with the proposed financing or project.**

## **ELIGIBLE APPLICANTS**

Eligible applicants include **non-profit organizations, local jurisdictions, as well as state and federal government agencies**. Non-profit organizations must be in good standing with the State of Maryland Department of Assessments and Taxation, be qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved under the grant program.

## **ELIGIBLE EXPENSES AND ACTIVITIES**

Eligible activities **must** be consistent with the goals, objectives, strategies and actions outlined in the approved Certified Heritage Area (CHA) Management Plan for the heritage area(s) where the grant will take place.

Priority will be given to activities that address one or more of the specific goals and objectives identified in the approved Certified Heritage Area Management Plan, or in subsequent planning documents created by the Certified Heritage Area, such as a Five Year Plan or Annual Work Plan.

Generally, grants will be made as one-time awards, not for ongoing projects or activities that require a multi-year grant commitment.

***Did you know?***  
Many Certified Heritage Area Management Plans are available online or from the local Certified Heritage Area management entity (see <http://mht.maryland.gov/heritageareas.shtml>)

**The following types of activities are eligible to receive MHAA Project Grant funding in Fiscal Year 2015:**

### **NON-CAPITAL PROJECTS**

May not exceed \$50,000

<b>Planning</b>	<b>Interpretation</b>
<ul style="list-style-type: none"><li>•Research</li><li>•Field Investigation</li><li>•Data Recovery</li><li>•Feasibility and Planning Studies</li><li>•Design Documents</li><li>•Other planning activities that support the CHA</li></ul>	<ul style="list-style-type: none"><li>•Interpretive Exhibits</li><li>•Interpretive Signage</li><li>•Pedestrian Wayfinding Signage</li><li>•Interpretive Brochures</li><li>•Educational Programs and Materials</li><li>•Other interpretive activities that support the CHA</li></ul>
<b>Programming</b>	
<i>*Preference is given to new or pilot programs rather than ongoing activities</i>	
<ul style="list-style-type: none"><li>•Seminars</li><li>•Conferences</li><li>•Performances</li></ul>	<ul style="list-style-type: none"><li>•Reenactments</li><li>•Commemorations</li><li>•Festivals</li></ul>

## CAPITAL PROJECTS / TARGETED INVESTMENT PROJECTS

May not exceed \$100,000

**All capital projects must meet the Targeted Investment Project criteria (see below).**

Acquisition*	Development	Rehabilitation	Restoration	Pre-Development
<ul style="list-style-type: none"> <li>• Fee title of real property</li> <li>• Interest other than fee title (i.e. easement) of real property</li> </ul>	<ul style="list-style-type: none"> <li>• Repair or alteration of an existing building, structure, or site**</li> <li>• New Construction for heritage tourism purposes***</li> </ul>	<ul style="list-style-type: none"> <li>• Returning a property to a state of utility**</li> </ul>	<ul style="list-style-type: none"> <li>• Accurately depicting a property as it appeared at a particular period of time</li> <li>• Removal of features from another time period</li> <li>• Reconstruction of missing features from the restoration period</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and specifications</li> <li>• Fees for architectural design and engineering</li> </ul>

\*Up to 50% of the average of two appraisals of the subject property.

\*\*Should allow for contemporary use while retaining historical, architectural and cultural character of building.

\*\*\*Must have exceptionally significant heritage tourism impact.

### *Did You Know?*

Capital funds can be utilized for heritage tourism projects relating to boats, train cars, trolley cars, wagons and other non-structure resources. The resource must have a lifespan of more than 15 years for the work to qualify as capital expenditures.

### Targeted Investment Projects

All capital grant projects must qualify as a **Targeted Investment Project** by meeting the following criteria:

- Fulfill the **priorities** of the CHA; **AND Leverage** investment and facilitate **economic development**.

In addition, a capital project must meet at least one of the following criteria:

- **Overlap** with existing local, State, or Federal area designations;
- Contribute to broad-based initiatives supported by **significant public investment**;
- Be a part of a **concentration of heritage resources**; OR,
- Be a **catalyst** for future investment.

Applicants planning to apply for capital grant funding should review the full Targeted Investment Policy, available at [http://mht.maryland.gov/documents/PDF/MHAA\\_policy\\_TargetedInvestment.pdf](http://mht.maryland.gov/documents/PDF/MHAA_policy_TargetedInvestment.pdf) and discuss their project with their heritage area director and/or the state heritage area staff prior to applying.

### Special Conditions for Capital Grants

- MHAA may require conveyance of a perpetual historic preservation easement to the Maryland Historical Trust (MHT) on historic properties assisted with MHAA capital grant funds. See <http://mht.maryland.gov/easement.shtml> for additional information on historic preservation easements.
- All capital project activity affecting significant historic properties must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (see <http://www.nps.gov/tps/standards.htm>).
- All capital project grantees are also subject to review by the MHT Project Review and Compliance Unit to ensure compliance with Sections 5A-325 and 5A-326 of the State Finance and Procurement Article – see <http://mht.maryland.gov/projectreview.shtml>).

#### **Did You Know?**

For capital projects, particularly those involving new construction, preference will be given to projects that intend to be certified as meeting or exceeding accepted high-performance ("green") building standards such as the LEED Gold or equivalent rating. For more information on LEED standards, see the U.S. Green Building Council's website at: [www.usgbc.org](http://www.usgbc.org).

### PROJECT GRANT SUB-CATEGORIES

The following types of projects can be submitted as Capital or Non-Capital projects. Projects that fall into one or more of these three categories **must** answer a question about the specific project type in the application (see the **Deliverables/Impact** tab in the online application).

- Pre-K – 12 Education Projects
  - Curriculum Development and Teacher Training
  - Curriculum Implementation
    - Product development at heritage tourism sites
    - Programming activities that encourage visitation to heritage area sites by school groups
  - **All Pre-K – 12 Education projects must provide documentation that the Maryland Department of Education and/or the local school systems have been consulted.**
- Archeology Projects
  - Protection of archeological sites, collections or objects
  - Public interpretation and education about archeological sites, collections or objects
  - Provision of archeological information to reconstruct or rehabilitate significant historic structures
  - Acquisition of land with archeological value that will support the goals of the CHA
  - Programming activities such as archeological seminars, conferences, workshops, site tours and field schools
  - **All MHAA-funded archeology projects must conform to applicable portions of**

MHT's "*Standards and Guidelines for Archeological Investigations in Maryland*" (see - [mht.maryland.gov/documents/PDF/Archeology\\_standards\\_investigations.pdf](http://mht.maryland.gov/documents/PDF/Archeology_standards_investigations.pdf)) and the "*Technical Update No. 1 of the Standards and Guidelines for Archeological Investigations in Maryland: Collections and Conservation Standards*" (see - [mht.maryland.gov/documents/PDF/Archeology\\_standards\\_curation.pdf](http://mht.maryland.gov/documents/PDF/Archeology_standards_curation.pdf)).

- Natural Resources Projects
  - Public access to natural resources, rural landscapes, open spaces and waterways
  - Restoration and preservation of natural areas, rural landscapes, open spaces and waterways
  - Education programming such as seminars, conferences, performances and festivals that encourage public understanding and protection of natural resources
  - Interpretive exhibits, interpretive signage, maps, guides or other interpretive products relating to natural resources
  - Acquisition of real property to protect natural resources or open space
  - Projects that contribute to solving well-defined environmental issues or problems that adversely affect heritage tourism.

### **INELIGIBLE EXPENSES AND ACTIVITIES**

MHAA project grant funds may **not** be used to pay for the following:

- **overhead expenses** of the project applicant organization;
- **salaries and/or benefits** of permanent or temporary staff of the applicant organization, although salaries of staff may be eligible as cash or in-kind match for that portion of a staff person's time dedicated solely to the MHAA grant-funded project (generally not to exceed **35%** of total required project match); or
- **marketing expenses** related to programming such as festivals, seminars, and reenactments, project fundraising, or other capital or non-capital activities , although marketing expenses may be eligible as match (please check with MHAA staff).

*Did you know?*  
MHAA funds may be used to pay for **consultant services** necessary to accomplish activities funded by the grant.

### **PROJECT SELECTION CRITERIA**

See **Appendix A** for the list of criteria that are considered when applications are reviewed. Please note that the local heritage area also reviews the grants, and may also use local criteria in addition to the MHAA criteria.

### **APPLICATION SUBMISSION AND DEADLINES**

The Maryland Heritage Areas Authority has transitioned to an online application process. See <http://mht.maryland.gov/grants.shtml> for the **Quick Start Guide**.

All applicants must submit an Intent to Apply (ITA) form online no later than **January 30, 2015**. The submission of an ITA does not in any way commit the applicant to a full application. It is simply a way for both MHAA and the local heritage area to assess the demand, and work with applicants to craft a strong application. The specifics of your application can change between the ITA submission and the full application submission.

Once you have submitted your ITA, you will see a link to the Full Application on your “My Account” page ([https://www.grantrequest.com/SID\\_1777/?SA=AM](https://www.grantrequest.com/SID_1777/?SA=AM)).

After working with your local heritage area, you can submit your full application. You may be asked to make changes to your application to make it stronger once the local heritage area has had a chance to review your submission.

**FULL APPLICATIONS MUST BE SUBMITTED  
ON YOUR HERITAGE AREA’S DEADLINE.**

Contact information for your local heritage area is available in **Appendix C**, along with the local deadlines.

**Multi-Heritage Area Project Grants ONLY:** Projects that will occur within two or more CHA’s must submit a draft via email to the heritage areas in which the project will take place no later than **February 17, 2015**.

**GRANT AMOUNTS AND MATCHING FUND REQUIREMENTS**

Grants for **Non-Capital projects may not exceed \$50,000**. Grants for **Capital projects may not exceed \$100,000**.

All grants must be matched in an amount at least equal to the grant (dollar-for-dollar match). The match must consist of a **cash contribution/match equal to at least 75 PERCENT of the grant amount requested from MHAA. No more than 25 PERCENT of the match can be in-kind contributions.**

**Ineligible Match:**

- State of Maryland Funds
- Expenditures made before the award of the grant or after the project completion date
- Expenditures that do not relate to the grant project
- Expenditures that have not been approved either in the grant agreement or an amendment letter

### Examples of Cash Match:

- Cash expenditures
- Support from a non-state grant or loan fund
- Applicant staff salaries (less than 1/3 of total required match) for work specifically on the project

### Examples of In-Kind Match:

- Volunteer time for work on the project (see [http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time) for current value of volunteer time in Maryland)
- Donated professional services (can be valued at their professional rate, but only if working on the project in their professional role (e.g. an architect donating architectural design services))
- Donated materials/supplies

### Documentation of Match

Applicants are strongly encouraged to have all required matching funds in-hand, or firmly committed at the time of application, and **MUST have provided documentation of all required cash match to MHAA by June 15, 2015 in order to be eligible for grant funding.**

Acceptable documentation of match can include:

- Financial or Bank Statement from applicant organization with letter committing those funds
- Letter of commitment from donor of money, in-kind services or staff time
- Award letter or grant agreement for a non-state grant that will be used as match
- Approved budget from a non-state governmental agency documenting funds are budgeted for the project

#### *Did you know?*

If the primary source(s) of matching funds will not be in-hand or committed by the deadline, grant applicants may submit documentation of an alternate source of match that can be utilized in the event the primary source of match falls through.

**Questions regarding acceptable match and match documentation should be addressed to MHAA staff.**

### Other Project Costs (“Over Match”)

If the total project is expected to cost more than the total grant request and required match combined, those additional costs should be listed on the application budget as Other Project Costs. Review criteria used by MHAA and local Certified Heritage Area management entities take into consideration whether or not a grant project significantly leverages more funds than the required dollar-for-dollar match. **Applicants are not required to provide documentation for Other Project Costs.**

## **GRANT TERMS AND CONDITIONS**

All grantees will be required to enter into a grant agreement with the MHAA, which generally contains the following standard terms and conditions. See **Exhibit B** for full terms and conditions – the following is a summary of the terms which generally apply to projects.

- Grant term – no more than 24 months
- Reporting – a mid-project and a final report with full financial documentation
- Disbursements – no more than three, specified in the grant agreement
- Disbursement Requests – must identify all costs incurred to date; financial documentation is required with Final Report – See [http://mht.maryland.gov/documents/PDF/Grants\\_Admin\\_FinancialResp.pdf](http://mht.maryland.gov/documents/PDF/Grants_Admin_FinancialResp.pdf)
- Procurement –
  - >\$500 and <\$10,000 – written bids from 2 or more vendors is encouraged
  - >\$10,000 – 3 written bids required
  - Not required to accept lowest bid
  - Sole source procurement must be justified
- Nondiscrimination and Compliance with Applicable Laws – must comply with all applicable laws.
- Acknowledgment – must acknowledge MHAA and Local Heritage Area support as required in grant agreement
- Compliance Review – Capital grants, signage and archeology projects are subject to review by the MHT Project Review and Compliance Unit

## **CAPITAL PROJECT GRANT TERMS AND CONDITIONS**

In addition to the grant terms and conditions noted above, applicants seeking funds for capital projects may be required to meet the following additional terms and conditions:

- Insurance – May be required against loss or damage by fire, flood, etc., and for comprehensive general liability
- Perpetual Preservation Easement on historic properties –
  - May be required to be conveyed to MHT if property is not already under easement
  - Existing Easement – May be required to modify
  - If an easement is in place, or to be conveyed, review of all applicable work is required
- Title Certificate – Will be required, certifying title to the real property
- Property Owner Consent and Site Control – Will be required
- Site Plan and Legal Description – Required if an easement is required
- Minority Business Enterprise Requirements – Grantees receiving \$90,000 or more in grant funds must make a best effort to achieve an MBE participation goal.
- Secretary's Standards – All work on historic properties must be consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (see <http://www.nps.gov/tps/standards.htm>).

## **GRANT SCHEDULE**

### **Intent to Apply Form –**

- Due no later than **11:59 p.m. on January 30, 2015**

### **Full Application –**

- Final applications must be submitted online no later than **your local heritage area's deadline date** (See **Appendix C**).
- Once submitted, you may receive feedback from your local heritage area on ways to improve your application.

### **TAC Review and Ranking –**

- Complete applications are forwarded to the MHAA Technical Advisory Committee (TAC) for review and ranking.
- TAC recommendations are forwarded to MHAA for review and final action at their July meeting.

### **Grant Awards –**

- MHAA takes final action on grant awards on **July 9, 2015**.
- Applicants are notified by email.
- If awarded, the grant period begins **July 9, 2015** and all project-related work can begin.

## **APPLICATION FORMAT**

All applications must be submitted online. All online grant materials are available here <http://mht.maryland.gov/grants.shtml>. See the **Quick Start Guide on the MHT grants page for full details on the online submission process**.

Applicants will be required to upload (or submit by mail) the following supporting documents with their applications:

- A detailed **budget** (See **Appendix D** for sample budget)
- **Resumes of key project personnel** (staff and consultants)
- **Proof of matching funds** (if not available, must be provided no later than **June 15, 2015**)
- **Proof of Nonprofit Status** (if applicable) (see **Appendix E**)
- **Organizational Documents** (if applicable) – Bylaws, Articles of Incorporation, Constitution, Charter
- **Letters of Support (at least 3) – At least three letters of support** for the grant application must be submitted, including at least one letter of support from each of the following: a **State Senator, State Delegate**, and **local governmental official** representing the area in which the project will occur.
- **Capital Projects ONLY:**
  - **Photographs of any property/structure** (see **Appendix F**)
  - **Property Owner Letter** – Site control and willingness to convey easement (see **Appendix G**)
  - **Map** showing location and boundaries of project
  - **Site Plans / Drawings**
  - **For real property acquisition ONLY – One Appraisal**

## **APPENDIX A - PROJECT SELECTION CRITERIA**

The following criteria will be considered by MHAA and the local heritage area management entity in reviewing grant proposals:

### **CONSISTENCY WITH HERITAGE AREA MANAGEMENT PLAN AND/OR FIVE YEAR PLAN**

- Is the project specifically identified in the Certified Heritage Area Management/ Five Year Plan/Annual Plan?
- If the project is **not** specifically identified in the Certified Heritage Area Management Plan/Five Year Plan/Annual Plan, is the project consistent with the goals, objectives, strategies, standards, and actions outlined in the applicable Certified Heritage Area Management/Five Year/Annual plan?

### **TARGETED INVESTMENT CRITERIA – CAPITAL PROJECTS ONLY**

- Does the project contribute to fulfilling the priorities in the CHA Management plan, five-year plan and/or annual work plan; and
- Does the project leverage private or public investment in heritage tourism resources and facilitate economic development?
  - If not, the project is not eligible.
- Does the project meet one of the four additional criteria?
  - Overlaps with designated local, State or Federal areas;
  - Contributes to broad-based regional, state or federal initiative or activities supported by significant public investment;
  - Includes one or more key resources that are part of a larger concentration of related resources; or
  - Has a high potential to serve as a catalyst for additional investment in the next 10 years.
    - If not, the project is not eligible.

### **LOCAL HERITAGE AREA MANAGEMENT ENTITY PROJECT RANKING**

#### **SIGNIFICANCE AND NEED**

- Does the project have clear heritage tourism value (e.g. visitor resources will be created or substantially improved, products will encourage visitation)?
- Will the project significantly contribute to fulfilling the goals of the MHAA Program?
- Is it critical that the project be accomplished within a limited timeframe or does the project present a time-limited special opportunity?
- What are the drawbacks of delaying the project, e.g. will likely lead to loss of funds, critical personnel only available within short timeframe, or the event is tied to an anniversary date?

#### **PROJECT DESIGN**

- Are project objectives and the methods to accomplish those objectives clearly stated?
- Is the proposed timeline realistic?
- Is the project ready to proceed?
- Can the objectives realistically be accomplished in the time period?
- Does the budget contain the necessary expenditures to accomplish the tasks outlined?

- Are the costs outlined in the project budget reasonable and customary given the goals of the project and for the services or products being obtained?
- Will a standard procurement process be followed?
- Are the costs in the budget broken down in detail (e.g. rate X hours, # of items x cost per item)?
- Are all items in the budget clearly related to the products, activities and work described in the Scope of Work?
- Is the match firm and clearly documented or is some or all of the match not in hand?
- Does the project or its products significantly leverage local and/or private investment; is significantly more match leveraged than the required (required = dollar-for-dollar @ 75% cash, max.25% in-kind)?

#### **PROJECT MANAGEMENT**

- Are project personnel (if known) appropriately qualified?
- If known, has the applicant received previous MHAA or other grants that demonstrate good administrative capability (e.g. completes project on schedule, submits required progress reports on time, and maintains good financial records & control)?
- Does the applicant have other open MHAA grants from previous fiscal years? Have previous grants required repeated extensions due to circumstances within the applicant's control?

#### **DELIVERABLES AND IMPACT**

- Is it clear what the products/results of the project will be?
- What is the lifespan of the outcomes of the proposed project, and have all ongoing costs and maintenance been accounted for?
- Do the proposed activities increase the protection and enhancement of sites, structures, objects districts or landscapes which are deemed to be of historic, archaeological, cultural, natural or architectural significance?
- Is the project innovative or unique, or will it serve as a model?
- Are the proposed activities environmentally sensitive through their design, construction materials or procurement practices?

#### **EDUCATION, NATURAL RESOURCES AND ARCHEOLOGY**

- Pre-K – 12 Education Projects Only
  - Does the project result in heritage-related Pre-K – 12 curriculum development, teacher training opportunities or curriculum implementation?
  - Will MSDE and/or all local school systems in the project area be active partners in the development and implementation?
- Natural Resource Projects Only
  - Does the project contribute to meeting the preservation/conservation, education, and heritage tourism goals of the CHA through enhanced public access, restoration and preservation, interpretation, acquisition or solution of an environmental issue?
  - Does the project utilize Maryland GreenPrint, local Land Preservation, Parks and Recreation Plan, Program Open Space plans, or state and nationally designated scenic byways and trail management/development plans?
- Archaeology Projects Only

- Does the project contribute to meeting the preservation/conservation, education, and heritage tourism goals of the CHA through protection of archaeological sites and collections, enhanced public interpretation, provision of archeological information for development or rehabilitation of historic structures, acquisition or programming?
- Does the project conform to the applicable portions of the Standards for Archeological Investigation in Maryland?

**PUBLIC BENEFIT**

- Does the project provide significant public benefit?
- If applicable, is the project site visitor-ready?
- Has the applicant considered provisions for physical or programmatic access for individuals with disabilities?
- Does the project benefit minority or underserved individuals or groups?
- Will the project be adequately marketed? Is the DMO involved in the project?

**COORDINATION WITH BROADER INITIATIVES**

- Does the project support or compliment statewide or other broad initiatives?

## APPENDIX B - GRANT TERMS AND CONDITIONS

All grantees will be required to enter into a grant agreement with the MHAA, which generally contains the following standard terms and conditions:

- Grant Term - All grant funds generally must be expended within no more than 24 months of the date the grant agreement is signed by all parties, unless the Grantor agrees to a longer term or approves in writing an extension of the grant period. Written progress and final reports must be submitted to the Grantor during the grant term, generally at the mid-point and end of the project (grant agreements will specify reporting requirements). The Grantee may also be required to submit supporting financial documentation with progress and final reports identifying project costs incurred to date.
- Grant Disbursements – Grant funds shall generally be disbursed in no more than three payments, or as specified in the Grant Agreement. Disbursement requests shall identify all costs incurred to date. The Grantee may also be required by the Grantor to submit vendor price quotes, bids, cost estimates, or other supporting financial documentation for anticipated future project costs. Final disbursement of grant funds will not be made until the project is completed and all reports and documentation of project expenditures specified in the grant agreement, including copies of invoices documenting actual expenditures and proof of invoice payment, have been submitted to and accepted by MHAA.
- Procurement Procedures - Grant recipients are expected to ensure that costs for goods and services obtained to carry out the project are reasonable and customary for the type of work performed and materials procured.
  - 1) **Local governments:** Local government grant recipients shall follow their normal procurement procedures, and must be able to document that applicable procurement procedures were followed, if requested by the Grantor.
  - 2) **Non-profits:** Non-profit grant recipients shall utilize a procurement process that allows them to obtain project goods and services at reasonable and customary prices, and if requested by the Grantor, must be able to document that expenditures are reasonable and customary.
    - a) Procurements greater than \$500 and less than \$10,000: Grant recipients are strongly encouraged to obtain written bids from two or more vendors for any goods and services for which costs are expected to be **greater than \$500 but not more than \$10,000**.
    - b) Procurements greater than \$10,000: If costs for any goods or services are expected to **exceed \$10,000** written bids from at least 3 vendors must be obtained. Grant recipients must be able to provide documentation that at least 3 written bids were obtained, if requested by the Grantor
  - 3) When bids are obtained, grant recipients are not required to select the lowest bid, but must be able to provide documentation on why a vendor other than the low bidder was selected and what criteria other than the most favorable bid price were considered.
  - 4) Sole-source procurement of goods and services should not be utilized unless there is a demonstrable and justifiable need and it can be demonstrated that competitive procurement is impractical because only one product or service vendor can meet specific project requirements. As with all procurements, expenditures must be

reasonable and customary for the type of goods and services being obtained. If requested by the Grantor, grant recipients must be able to document project requirements that justified the sole source procurement and that expenditures are reasonable and customary for the goods and services obtained.

- **Nondiscrimination** - Each applicant shall comply with all applicable federal, state and local laws and policies and programs regarding drug, alcohol and smoke free work places, disabled access and equal opportunity for employment, housing, credit practices and prohibiting discrimination on the basis of race, color, creed, religion, national origin, gender, marital status, familial status or physical and/or mental disabilities in any aspect of the grant project.
- **Acknowledgment** - Grant recipients are required to provide appropriate acknowledgment of MHAA assistance for all projects in accordance with requirements outlined in the grant agreement. Grant recipients may also be required to provide appropriate acknowledgment of the local Certified Heritage Area management entity.
- **Compliance Review** - Recipients of funds for all capital projects (except those on which an easement has, or will be donated), and those non-capital projects that involve outdoor signage installation, archaeology or other ground disturbance will be subject to review by the Maryland Historical Trust (MHT) Project Review and Compliance Unit in compliance with *Sections 5A-325 and 5A-326 of the State Finance and Procurement Article* – see <http://mht.maryland.gov/projectreview.shtml>). Recipients shall obtain MHT review of their preliminary concept plan or fifty percent design plan for the project to assess the project's effects on historical and archeological resources, and may be required as a condition of the MHAA grant award to revise their plans as needed, based on MHT comments, in order to ensure that the project avoids any adverse effects on significant historic and archeological properties. Applicants whose projects are subject to compliance review must attach a completed MHT "Project Review Form" to their MHAA Project Grant Application (see - [http://mht.maryland.gov/documents/PDF/Compliance\\_Forms\\_Projectreview.pdf](http://mht.maryland.gov/documents/PDF/Compliance_Forms_Projectreview.pdf)).
- **Compliance with Applicable Laws** – Recipients of funds are responsible for complying with all federal, state, and local laws applicable to the project. This responsibility includes, but is not limited to, compliance with local zoning, building and public safety codes, review by local historic preservation commissions, and federal and state licensing, permitting and environmental requirements.

### **CAPITAL PROJECT GRANT TERMS AND CONDITIONS**

In addition to the grant terms and conditions noted above, applicants seeking funds for capital projects may be required to meet the following additional terms and conditions:

- **Insurance Requirement** - Recipients of funds for certain capital projects may be required to insure the assisted property against loss or damage by fire and such other hazards, casualties, and contingencies as may be required from time to time by MHAA, in amounts satisfactory to the MHAA but in any event not less than the total of the Grant and the outstanding principal balance under all mortgages on the Property. Comprehensive general liability insurance may also be required to be maintained on the Property including the improvements on the Property covered by the Easement, in amounts satisfactory to MHAA. Recipients of funds shall also cause to be attached to each policy a clause that the insurer shall endeavor not to cancel the policy except upon 30 days prior written notice to the Trust, and shall direct the insurer to name MHAA as

additional insured and loss payee, but without obligation on the part of Grantor to make premium payments. Insurance coverage shall be in place for the duration of all work funded by or included in the project.

- Perpetual Preservation Easement – A perpetual preservation easement **may** be required to be conveyed to the Maryland Historical Trust on historic properties assisted with MHAA funds. If an easement is already held on the assisted property, that easement may require modification. Generally, the easement must be executed between the property owner and the Trust before MHAA funds are released. At its discretion, MHAA may release a portion of the grant funds, but **in no case will all grant funds be released prior to execution of an easement**. The easement must be in form and substance acceptable to the Trust. The easement coverage will be on the land or such portion of the land acceptable to the Trust and on the exterior and interior of the historic structures as the Trust determines appropriate. An easement is a binding legal document that is recorded in the local land records. It affects the entire area under easement. It usually protects historic buildings, structures, and associated archeological resources, and confers approval authority on the Trust in the event that the owner (and all subsequent owners, in perpetuity) wishes to undertake construction or alterations to the property. The land and covered improvements must be maintained in good condition. Trust staff is available to offer technical preservation expertise to easement property owners on an as-needed basis. A sample easement is available for applicant's review by contacting the Trust's Office of Preservation Services (OPS) at 410-514-7632. OPS staff can answer questions an applicant or owner may have concerning the easement requirement.
- Title Certificate – If conveyance of an easement is a condition of the MHAA grant award, recipients of funds for capital projects will be required to provide an attorney's Certificate of Title acceptable to the Maryland Historical Trust, certifying the owner's title to the real property on which the improvements are located, if conveyance of an easement is a condition of the MHAA grant award. In addition, an update of the Certificate or commitment will be due after the recordation of the preservation easement, but prior to the disbursement of funds. The Certificate may contain only exceptions and encumbrances approved by the Trust.
- Property Owner Consent and Site Control - Grantee must demonstrate that they have legal right to carry out the project.
- Site Plan and Legal Description of Property – If conveyance of an easement is a condition of the MHAA grant award, recipients of funds for capital projects will be required to provide a legal description of the property and a site plan that locates any structures with metes and bounds identified on the site plan.
- Minority Business Enterprise Requirement - Grantees receiving \$90,000 or more in grant funds must make a best effort to achieve an MBE participation goal, prepare an MBE participation plan, and report on MBE participation efforts as part of the reporting process.
- Secretary of the Interior's Standards – All work performed as a part of the grant project must be consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (<http://www.nps.gov/tps/standards.htm>).

## **APPENDIX C – HERITAGE AREA MANAGEMENT ENTITY CONTACT INFORMATION**

### **Anacostia Trails Heritage Area**

(Prince George's)  
Mr. Aaron Marcavitch, Executive Director  
Tel.: 301-887-0777  
[aaron@anacostiatrails.org](mailto:aaron@anacostiatrails.org)  
[www.anacostiatrails.org](http://www.anacostiatrails.org)  
**Deadline: March 5, 2015**

### **Annapolis, London Town, and South County Heritage Area (Four Rivers Heritage Area)**

(Anne Arundel)  
Dr. Carol Benson, Executive Director  
Tel.: 410-222-1805  
[Heritage\\_Area@aacounty.org](mailto:Heritage_Area@aacounty.org)  
[www.fourriversheritage.org](http://www.fourriversheritage.org)  
**Deadline: February 27, 2015**

### **Baltimore City Heritage Area**

(Baltimore City)  
Mr. Jeffrey P. Buchheit, Director  
Tel.: 410-878-6411  
[jbuchheit@baltimoreheritagearea.org](mailto:jbuchheit@baltimoreheritagearea.org)  
[www.explorebaltimore.org](http://www.explorebaltimore.org)  
**Deadline: February 24, 2015 at 5:00 p.m.**

### **Canal Place Heritage Area**

(Allegany)  
Ms. Deidra L. Ritchie, Executive Director  
Tel.: 301-724-3655 or 800-989-9394  
[dritchie@canalplace.org](mailto:dritchie@canalplace.org)  
[www.canalplace.org](http://www.canalplace.org)  
**Deadline: March 7, 2015**

### **Mountain Maryland Heritage Area**

(Garrett)  
Lori Senese, Heritage Manager  
Tel.: 301-387-2050  
[lori@garrettchamber.com](mailto:lori@garrettchamber.com)  
[www.visitdeepcreek.com/pages/HeritageArea/](http://www.visitdeepcreek.com/pages/HeritageArea/)  
**Deadline: March 7, 2015**

### **The Heart of Chesapeake Country Heritage Area**

(Dorchester)  
Ms. Amanda Fenstermaker, Tourism Director  
Ms. Kiri Carini, Grants Manager  
Tel.: 410-228-1000 or 800-522-TOUR  
[amanda@tourdorchester.org](mailto:amanda@tourdorchester.org)  
[kiri@tourdorchester.org](mailto:kiri@tourdorchester.org)  
[www.tourchesapeakecountry.com](http://www.tourchesapeakecountry.com)  
**Deadline: February 27, 2015**

### **Heart of the Civil War Heritage Area**

(Carroll, Frederick, Washington)  
Ms. Elizabeth Scott Shatto, Director  
Tel.: 301-644-4042  
[lshatto@fredco-md.net](mailto:lshatto@fredco-md.net)  
[www.heartofthecivilwar.org](http://www.heartofthecivilwar.org)  
**Optional Draft Deadline: February 10, 2015**  
**Final Deadline: February 27, 2015**

### **Lower Eastern Shore Heritage Area**

(Somerset, Wicomico, Worcester)  
Mr. Jay Parker, Executive Director  
Tel.: 410-677-4706  
[leshc1@aol.com](mailto:leshc1@aol.com)  
[www.lowershoreheritage.org](http://www.lowershoreheritage.org)  
**Draft Deadline: March 2, 2015 at noon**  
**Final Deadline: March 27, 2015 at noon**

### **Lower Susquehanna Heritage Greenway Heritage Area**

(Harford and Cecil)  
Ms. Mary Ann Lisanti, Executive Director  
Tel.: 410-457-2482  
[grants@upperbaytrails.com](mailto:grants@upperbaytrails.com)  
[www.hitourtrails.com](http://www.hitourtrails.com)  
**Deadline: March 6, 2015**

### **Montgomery County Heritage Area**

(Montgomery)  
Ms. Sarah Rodgers, Executive Director  
Tel.: 301-515-0753  
Fax : 301-515-0193  
[director@heritagemontgomery.org](mailto:director@heritagemontgomery.org)  
[www.heritagemontgomery.org](http://www.heritagemontgomery.org)  
**Deadline: March 5, 2015**

### **Southern Maryland Heritage Area**

(Calvert, Charles, St. Mary's)  
Ms. Roz Racanello, Executive Director  
Tel.: 301-274-4083  
[SoMDHeritage@tccsmd.org](mailto:SoMDHeritage@tccsmd.org)  
[www.DestinationSouthernMaryland.com](http://www.DestinationSouthernMaryland.com)  
**Draft Deadline: February 26, 2015**  
**Deadline: March 12, 2015**

### **Stories of the Chesapeake Heritage Area**

(Caroline, Kent, Queen Anne's, Talbot)  
Ms. Gail Owings  
Tel.: 410-778-1460  
[info@storiesofthechesapeake.org](mailto:info@storiesofthechesapeake.org)  
[www.storiesofthechesapeake.org](http://www.storiesofthechesapeake.org)  
**Deadline: March 4, 2015**

**Note:** If the Patapsco Heritage Area is certified in January 2015, applicants within that heritage area should email [MHT.grants@maryland.gov](mailto:MHT.grants@maryland.gov) for contact information and deadlines.

## APPENDIX D – SAMPLE BUDGET

Use the budget detail sheet to prepare a realistic project budget. **The budget MUST address project components mentioned in the Summary Scope of Work and Project Timetable.** The following sample budget for a non-capital project is provided to illustrate both the process and format MHAAs grant project budgets must follow.

**1. Calculate the total cash needs of the project:**

Exhibit Design Consultant (\$110 / 200 hours)	\$22,000
Exhibit Fabrication and Installation Contractor (\$35/2,000 sq. ft.)	\$70,000
Brochure printing (20,000 brochures, \$.25 each)	<u>\$ 5,000</u>
<b>TOTAL CASH NEEDS:</b>	<b>\$97,000</b>

**2. Calculate the available in-kind match:**

Advisory Council – 100 hours x 10 people x \$23.05	\$23,050
Brochure Design	<u>\$ 5,500</u>
<b>TOTAL IN-KIND CONTRIBUTION:</b>	<b>\$28,550</b>

**3. Add the total cash needs and available in-kind match together to find the total project cost:**

**Total Project Cost:   \$97,000 + \$28,270 =   \$125,550**

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MHAAs Grant Funds Available -	\$50,000
75% Require Cash Required Match -	\$37,500
25% Allowed In-Kind Match -	<u>\$12,500</u>
<b>Total Grant Funds &amp; Require Match -</b>	<b>\$100,000</b>

**Total Other Project Costs (Over Match)   \$ 25,550**

**Total Project Cost:   \$100,000 + \$25,550 =   \$125,550**

**4. Once a workable budget structure has been prepared, enter the line items on the budget spreadsheet:**

Items should be organized by cost category so that similar costs are grouped together, regardless of whether they are cash or in-kind contributions. Rates of pay or similar cost breakdowns **MUST** be included in each line item. Attach any estimates you have obtained to support your budget.

*\*See next page for Sample Budget\**

# SAMPLE Budget

## Anytown Historical Society - Exhibit Project

Work Item (Description)	Grant Funds Requested	Applicant Proposed Match		Other Project Costs	Total Project Cost
		Applicant Proposed Cash Match	Applicant Proposed In-Kind Match		
<b>CONTRACTORS</b>					
Exhibit Design Contractor (200 hours x \$110)	\$22,000				\$22,000
Exhibit Fabrication Contractor and Installation (\$35/2,000 sq. ft)	\$23,000	\$37,500		\$9,500	\$70,000
<b>BROCHURE</b>					
Brochure Design			\$5,500		\$5,500
Brochure Printing (20,000 copies x \$.25)	\$5,000				\$5,000.00
<b>VOLUNTEER SUPPORT</b> (100 hours x 10 x \$23.05)			\$7,000	\$16,050	\$23,050
<b>TOTALS</b>	<b>\$50,000</b>	<b>\$37,500</b>	<b>\$12,500</b>	<b>\$25,550</b>	<b>\$125,550</b>
		<b>Total Match</b>	<b>\$50,000</b>		

## **APPENDIX E – PROOF OF NON-PROFIT STATUS**

### **Proof of nonprofit status (if applicable):**

If the Applicant organization is a non-profit organization, proof of non-profit status must be submitted. This should include:

- Articles of Incorporation\*
- By-laws\*
- Internal Revenue Service 501(c)3 approval letter (if applicable)

\*Some organizations may have a constitution or charter instead.

**Note:** If the applicant has previously uploaded these documents using the online grant system, unless there are changes, they do not need to be uploaded again.

## **APPENDIX F – PHOTOGRAPH REQUIREMENTS**

Capital projects must submit at least **ten (10) color photographs** which depict assorted overall views of the property/structure.

- Existing Structures -
  - Important interior elements
  - Important exterior elements
  - Areas of deterioration
  - Images that show the entire structure
  - Images that show the surroundings of the structure
- Land Acquisition/New Construction Projects –
  - Images that show the proposed location
  - Images that show the surrounding area
- **Provide a written description of each photograph**
- **Digital photographs should be uploaded:**
  - **TIFF** or high resolution **JPEG** formats
  - Name each file with property name and descriptor
    - Good – Brown House Façade 1.tif
    - Bad – PIC001.tif
  - Submit a Word<sup>®</sup> readable text file listing the images
    - File Name
    - Name of structure or project
    - Name of photographer
    - Date Taken
    - Brief Description
      - Brown House façade 1.tif – Brown House by John Smith, 12/3/12, Front façade of the Brown House showing decay of window sashes

## **APPENDIX G – PROPERTY OWNER CONSENT AND WILLINGNESS TO CONVEY AN EASEMENT**

- Using the sample text provided on the following page, attach a letter indicating the willingness of the property owner(s) to support the project and, if required, to convey to the Maryland Historical Trust (MHT) or other eligible entity a perpetual preservation easement or a preservation agreement on the project property, if required.
- **Owner commitment to a perpetual preservation easement or preservation/maintenance agreement is required for the project to be eligible for a Grant. Failure to submit the required letter using the required language may result in your application being ineligible for funding.**
- If a project is selected for funding, MHT will determine whether an easement or preservation agreement is required and will inform the grantee of the requirement. The easement / agreement is executed between the owner of the property and MHT and must be completed before any grant funds can be released.
- A perpetual preservation easement is a binding legal document that is recorded in the local land records for a particular property. It covers not just the buildings on that property, but the entire area of land that is included within the easement boundaries (this could include parking areas, gardens, etc.). The easement generally covers both the interior and exterior of all buildings on the property. The easement protects historic buildings, structures, associated archeological resources and viewsheds, and it confers approval authority to MHT for any changes to the property.
- The easement imposes obligations upon the owner and a legal encumbrance/ lien upon the easement property. Once the easement is in place, the owner (and all subsequent owners, in perpetuity) must submit to MHT for review and approval all proposed changes that go beyond routine or general maintenance. The easement also requires that land and improvements covered by an easement be maintained in good condition.
- A preservation agreement carries the same terms and obligations as an easement but applies only to properties which are not real property (i.e. ships). Since the subject property is not real property, the preservation agreement cannot be recorded in land records.
- Approximately 800 historic properties in Maryland are protected by easements or preservation agreements held by the Trust. The staff of the Trust is available to owners of easement properties to offer technical preservation expertise in the maintenance and upkeep of these historic resources.
- If MHT already holds an easement on the property, you must still attach a letter confirming willingness to execute a modification to the existing deed of easement if one is necessary, as required by MHT.
- Additional information about MHT's easements may be found here:  
<http://mht.maryland.gov/easement.shtml>

**Johnnytown Historical Society  
P.O. Box 1  
Johnnytown, MD 00000**

March 1, 2015

Richard Hughes, Administrator  
Maryland Heritage Areas Program  
Maryland Historical Trust  
100 Community Place  
Crownsville MD 21032

Dear Mr. Hughes,

[The following paragraph MUST be included in the owner's correspondence:]

**As the owner(s) of the property for which a Maryland Heritage Areas Program Grant is being sought, I/we confirm my/our willingness to support the project and, if required, convey to the Maryland Historical Trust or other eligible entity a perpetual preservation easement on the property or enter into a preservation/maintenance agreement. I/we understand that my/our confirmation is a requirement of the Grant application and that the perpetual preservation easement or preservation/maintenance agreement imposes a financial obligation upon the property owner(s) and a legal encumbrance upon the easement property.**

[The letter must also identify all less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property. Your letter MUST include ONE of the two paragraphs below:]

**I/we hereby confirm that there are no less-than-fee simple interests (mortgages, leases, mineral rights, reversionary interests, etc.) in the property.**

OR

**I/we hereby confirm the following less-than-fee simple interests in the property:**

- 1. Loan from Bank of Johnnytown, \$5,000**
- 2. Lease agreement with Johnnytown Toy Museum**

[The letter must be signed by an authorized officer of the property owner organization.]

Sincerely,

**Johnny Q. Johns  
President, Board of Trustees  
Johnnytown Historical Society**